

JOB DESCRIPTION

Position: Administrative Support for Civil Engineer

Basic Function: Must have strong organizational, clerical, and computer skills. Must have great phone manner. Answer customer inquiries in a professional manner. Must be motivated, self-started individual to offer administrative support. Ability to handle administrative details and routine, day-to-day issues independently. Minimize non-productive time and fill slow periods with activities that will enable you to prepare to meet the future needs of the Town of Easton (education, organizing, assisting others). Other duties as assigned by Department Head and or Town Manager.

Knowledge/Education Requirements: Experience with Microsoft Office Suite. Must have knowledge of secretarial, office administrative procedures, and knowledge of use and operation of standard office equipment, at a level generally acquired through 3+ years related experience. Must have high level of interpersonal skills to handle sensitive and confidential situations. Position continually requires demonstrated poise, tact and diplomacy. Some analytical ability is required in order to gather and summarize data for reports, find solutions to various administrative problems, and prioritize work. High school diploma or GED is required.

Reports to: Department Head
